

Policies and Procedures Research in KU Centres

KU Children's Services (KU) welcomes the opportunity to participate in and/or support appropriate research projects that are relevant to young children and their families.

The following principles apply to all research and research type activities carried out in KU centres by KU staff or other persons or institutions. The actual procedures to be followed depend on the level and type of research proposed.

PRINCIPLES

Ethics and Safety

Research in KU centres will be conducted in accordance with the ethical and safety requirements of:

- ▶ Relevant government legislation (eg privacy and child protection legislation)
- ▶ Funding agency guidelines
- ▶ Where appropriate, the relevant tertiary institution's general ethical guidelines (in fact where the research is at honours or post graduate level, it is expected that any research project would have had already obtained the relevant approvals)
- ▶ The understanding that participation in research in no way endangers a child in any way or is compulsory

Cost

Neither KU nor the centre will be responsible for any expenses arising from the conduct of research in a centre unless there has been prior approval given by the General Manager, Early Childhood Education and Care.

Payment

Centres may accept payment, reimbursement of any expenses or a donation if offered by the researcher or their institution provided research has been approved.

Ownership of Intellectual Property

KU retains no right of ownership with respect to intellectual property resulting from research conducted in its centres unless there has been formal agreement with KU prior to the research commencing.

Publication/Acknowledgements

KU requires that the right of publication or dissemination of research results is not to be limited in any way. Exceptions to this would be in accordance with specific provisions in intellectual property agreements with third parties where there is such a limit for fixed periods of time. Such requests will be decided on a case by case basis.

KU wishes its participation or that of its staff and families to be appropriately acknowledged in any publication or documentation including conference papers and requires a copy to be sent to the Manager, Pre-school Services as soon as possible.

The study will acknowledge the assistance of KU in the conduct of the research in the report, in any subsequent publication(s), or in any publicity about the research.

The researcher, on completing the study, will provide, where possible, the centre, and any parents or staff who request it, with:

- a) The abstract of the study
- b) A copy of any subsequent publication(s) resulting from the research

The researcher will provide KU with:

- a) The full report of the study
- b) Any subsequent publication resulting from the research

KU recognises that some research is conducted by funding bodies or other agencies and that

the results may not be published or may be withheld for other reasons.

PROCEDURES

A. HONOURS AND POST GRADUATE RESEARCH AT TERTIARY INTSITUTIONS

1. Applicant

If the applicant initially approaches an individual centre director or staff, the centre director will give the prospective researcher a copy of this policy and procedures and KU's CS45 - Application to Conduct Research Form and request that the applicant send this when completed directly to the General Manager, Early Childhood Education and Care. The form and policy are available in PDF format at centres. If the applicant is a staff member the same procedure applies.

Centre directors should not commit themselves or a centre and families to participate in any research project of this type. If the applicant is a KU staff member, these conditions also apply.

All researchers should include the following information in their application:

- a) The research proposal (research problem, design, instrumentation, and implementation)
- b) How the findings of the research might be used
- c) The nature of the reciprocal benefit to KU and the researcher from collaboration in the research
- d) A statement of what children, parents, staff and the director of the centre will be asked to do, and how much time will be needed; which centres and how many children/families may be involved
- e) Copies of all instrumentation to be used where appropriate
- f) *Informed Consent Form* for parents, staff and director

- g) A copy of the relevant tertiary institution's ethics committee endorsement
- h) A commitment that if the project is approved, it MUST be carried out according to the terms and conditions submitted unless a variation to these is approved
- i) An understanding that the centre director is in control of the centre at all times

2. Central Office

Proposals for research in KU centres should be sent to the Deputy General Manager, Early Childhood Education and Care. Such proposals may originate in a tertiary institution or may come via a centre director. Approvals will be entered in the KU Research Register.

3. The Director

If the centre director has agreed to become involved then they will be the main contact point for the management of the research project at their centre. This may involve approaching staff and families in order to explain the nature of the research and to obtain their informed consent using the *Informed Consent Form* provided by the researcher. They will also ensure that the research is carried out according to the initial proposal and approval unless variations are negotiated by the researcher.

The director will in addition ensure that the researcher maintains a professional and ethical relationship with children, parents and staff of the centre during the conduct of the research. Continued support by KU and the centre during the conduct of the research depends on maintaining such relationships.

Informed Consent Forms will remain in effect for a period of 12 months from being signed. Research conducted after the 12-month period will require a new *Informed Consent Form*. All informed consent documentation will be kept by the researcher and should be available for a period of not less than 5 years after completion of the data collection or for such time as specified in the relevant tertiary institution's ethics committee consent.

The informed consent document may need to be supplemented by other ways of ensuring that participants in the research are fully informed (eg. presentation at the parent meeting).

All participants must fully understand the nature of the research project at a level of detail that might not be easily condensed on the *Informed Consent Forms*.

B. REQUESTS FOR KU INFORMATION FROM PRIMARY SECONDARY AND OTHER TERTIARY STUDENTS

Centre directors may be approached from time to time by other KU staff or students at various levels and from various educational institutions. These may include requests for material needed or other data for undergraduate or graduate course work units (rather than for thesis or major/minor research units). These requests should be approved by the director in consultation with the centre's consultant, who should base the decision on the course outline and description of the assignment. There is no need to refer the request to the General Manager, Early Childhood Education and Care.

Directors and Area Managers should ensure that information handed to such students is NOT a contravention to the rights to total confidentiality and privacy for children, staff and families and that each family or staff member concerned should give their consent in writing.

C. KU STAFF PARTICIPATION IN CONFERENCES/WRITING JOURNAL ARTICLES

Centre staff may from time to time wish to write up an aspect of their work or centre practice and give conference papers. KU encourages this practice. Permission should be sought, however, from the Deputy General Manager, Early Childhood Education and Care before the staff member agrees to participate in a conference involving their work. Similar conditions apply to articles written for journals whether they are popular or academic. When permission is given, KU should be acknowledged appropriately.